##### Macintosh HD:Users:georgejohnson:Desktop:Claflin Color Logo.jpgClaflin University

400 Magnolia Street, Orangeburg, SC 29115

##### PHOTO ASSIGNMENT REQUEST

# Office of Communications & Marketing

# Tingley Hall, 3rd Floor, Suite 7

# Telephone: (803) 535-5077

Today’s Date:

YOU ARE REQUESTING A PHOTOGRAPHER FOR:

Name of Event/Project:

Date of Event:

Time of Event:

Place of Event:

Specific Time Needed at Event:

Requested By:

Contact:

How will photo be used?

Publication: \_\_\_ Display: \_\_\_ Internet: \_\_\_ Editorial: \_\_\_ Other: \_\_\_

Please note any specific shots needed:

Note: If this event has a program, please submit. Please note that the photographer will not be able to stay for the entire program. If possible, note which items on the program are of greatest importance to capture photos of.

Please send form one week prior to the event needing coverage.

**All requests must be approved by and sent to George Johnson, Assistant Vice President of Marketing & Communications, at** **geojohnson@claflin.edu**